



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place, Room 1004, 10th Floor | Boston, MA | 02108
Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#: 19-23
Notice Date: June 5, 2019
Submission Deadline: June 26, 2019
Project Number: CCSC 2019
Project Title: First Floor Renovation
Project Location: 255 Bent Street, Cambridge, MA
Awarding Agency: Community Charter School of Cambridge or Affiliate
Available Amount: \$700,000
Estimated Construction Cost: \$700,000
Study Fee: N/A
Schematic Design: To be Negotiated
Final Design: To be Negotiated

Prime Firm Requested:

☒ Architect
☐ Engineer
☐ Landscape Architect
☐ Interior Designer
☐ Programmer
☐ Construction Manager

Contract Type:

☒ Final Design

Immediate Services Authorized:

☐ Building Study
☒ Schematic Plans and Outline Specifications
☒ Design Development Plans and Specifications
☒ Construction Plans and Specifications
☒ Administration of Construction Contract

AGENCY INFORMATION

Founded in 2005, the Community Charter School of Cambridge (CCSC) is a public charter school located in Cambridge, MA serving nearly 350 students in grades 6–12. All CCSC students are prepared to succeed in college through a rigorous college preparatory curriculum. CCSC makes a difference by engaging each student in meaningful work inside the school as well as within the larger community through internships and community-based projects.

Every CCSC graduate has gained admission to at least one post-secondary institution, with over 90% earning admission to 4-year colleges and universities. College persistence rates for CCSC graduates far surpass national averages for the student demographic CCSC serves.

- Over 90% of CCSC 10th grade students consistently pass both the statewide English Language Arts (ELA) and Math exams. In 2018, not only did 100% of our 10th grade students pass the ELA exam, they demonstrated the highest rates of growth of any public school - district or charter - in Massachusetts.
- Despite entering CCSC with a variety of academic backgrounds, 6th grade students' test scores have improved at a rate that outperforms the state average every year since we began enrolling 6th grade students.
- CCSC middle school students historically outperform their peers across the state in both ELA and Math performance.
- In each of the past three years, high school scholars have outperformed the national average on both the reading and math sections of the SAT exam.
- Over 70% of CCSC juniors and seniors take at least one Advanced Placement course, compared to fewer than 40% of public school students nationwide.

Located at 245, 247R and 255 Bent Street in Cambridge, MA, CCSC acquired its campus in 2016. Given the strong state of its school program and its already-approved plan for growth, the School board and leadership are seeking to begin a phased renovation of the facility.

PROJECT SUMMARY

The school campus is comprised of approximately 53,000 square feet of space in three buildings. The school currently occupies the entirety of 245 Bent Street and 247R Bent Street. As a result of its acquisition of the campus in 2016, CCSC is beginning a multi-phased renovation program in the 255 Bent Street building, previously occupied by office tenants. The project will begin with a renovation of the first floor to accommodate study and gathering spaces.

SCOPE OF WORK

OVERVIEW:

Community Charter School of Cambridge (CCSC) has been located at its current site in Cambridge since 2005. The Property is located in Cambridge, Massachusetts at 245, 247R, and 255 Bent Street. The Property consists of three separate buildings reportedly constructed in 1920, 1930, and 1980 and renovated in 1998. The Property consists of a single-tenant, educational facility on a 1.02-acre lot. The Property includes two, three-story buildings and one, single-story building, with a total rentable square footage of approximately 53,000.

CCSC is beginning a multi-phase renovation program which will focus initially on the 255 Bent Street building. The building was constructed in 1920, has 3 floors and is approximately 22,000 sf. It is currently comprised of office tenant space and educational use. The school would like to reconfigure the first floor to include more large gathering spaces which encourages student collaboration and engagement. The intent is for the spaces

to be reconfigurable and multi-functional. The project renovations will require complete demolition of the existing conditions. Adequate electrical and MEP systems exist to support the project. Full scope is included in the Executive Summary provided by Fusion Architects in the attached link.

PROJECT PHASE DETAILS:

Study: The feasibility study is complete and resultant information is attached.

- **Permits and Approvals:** Work with Owner, owner's representative to identify and obtain all required permits and approvals. Provide design drawings as required for all permit submissions. Three meetings with the Cambridge building authorities, and all required meetings with other City agencies will be included in base fee scope. *Building Code compliance is architect responsibility. Building Code consulting and any meetings with Inspectional Services Department required to obtain building permit are included in base scope.*
- **Schematic Design:** Work with Owner and owner's representative to develop specifications, including floor plans, elevations, sections, sketches to define the character and quality of interior spaces, and primary building MEP/FP and structural systems that are in line with the understandings of the design objectives, cost and schedule constraints. Present several alternatives to be evaluated.
- **Design Development:** Work with Owner and owner's representative to determine and document specifications, final layouts, details and material and equipment selections consistent with the work product of Schematic Design to further clarify and define that stage's design decisions are in line with the design objectives, cost and schedule constraints.
- **Construction Documents:** Prepare final construction documents and bid documents that will facilitate accurate and dependable final pricing through public bid process.
- **Bid Phase:** Perform all necessary bid phase services, including participation in subcontractor prequalification.
- **Construction Phase:** Perform Construction Administration and project close-out duties per the Agreement between Owner and Architect.

SUPPORTING DOCUMENTS

Due diligence study including executive summary and property description, property condition report from EBI Consulting, preliminary construction estimate by Red Star Construction, scope of work and drawings from Fusion Architects can be found in here.

[Due diligence study and Scope of Work for first floor renovations - EBI Consulting](#)

**A site visit and briefing session will take place on June 11, 2019 at 11:45 a.m.
Please meet in the lobby of 255 Bent Street, Cambridge, MA.**

PROJECT REQUIREMENTS

AFFIRMATIVE MARKETING

MBE/WBE Participation

CCSC has not established minimum MBE/WBE participation goals for this project. Applicants from MBE/WBE firms as prime or sub-consultants are encouraged.

Additional Diversity Program:

Veteran Owned Business Participation Benchmark - Chapter 108 of the Acts of 2012; Executive Order 565

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises ("SDVOBE") and Veteran-Owned Business Enterprises ("VBE") on its design projects. The benchmark for combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

Zoning and Permitting

Education use at this site is allowable under the Dover Amendment

Schedule

Work to begin immediately with target completion anticipated for December 2019.

Construction Specifications

The designer shall be responsible for creating detailed comprehensive Specifications specifically suited to the project in Standard CSI format.

Cost Estimating

Two detailed cost estimates and cost estimate reconciliation will be included in the Scope of Work as follows: at the end of Schematic Design, and at 75% completion of Construction Documents.

Project Delivery

The project will be designed, bid and constructed according to public construction law, Chapter 149.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 or for the design of a project for which the estimated construction cost is expected to exceed \$300,000 the designer shall:

- a) File its latest CPA or PA financial statement with CCSC, and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls and expresses their opinion regarding those controls.

CONTRACT REQUIREMENTS

Contract for Design, and Construction Administration Services

The applicant agrees to execute a mutually agreeable, modified AIA contract.

CONDITIONS FOR APPLICATION

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$2,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Design Contract (i.e., minimum coverage of \$250,000 up to \$2,000,000 depending on the construction cost). CCSC may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website at <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>. The application must include resumes for the personnel associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

PERSONNEL

1. Architect (P.I.C.)
2. Mechanical Engineer (M/P/FP)
3. Electrical Engineer
4. Cost Estimator (Independent Consultant Required)

If a discipline listed above is required to be registered by the Massachusetts Division of Professional Licensure, Applicants and Consultants shall be registered in the Commonwealth of Massachusetts in their respective disciplines.

PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

1. Prior successful experience programming and designing elementary and secondary educational buildings of similar type and scope.
2. Demonstrated ability to design to budget and minimize construction cost changes
3. Demonstrated ability of the firm to meet the project schedule based on current workload of the staff assigned to the project, total workload of the firm, and past record of designing on tight schedules
4. Prior successful experience on Massachusetts public construction projects under both Chapter 149
5. Experience designing and permitting buildings within the City of Cambridge

APPLICANTS PLEASE NOTE

Please use the latest [DSB Application Form \(Updated July 2016\)](#) and follow the [General Instructions for Filing Applications](#).

Application Update: Please submit One Original, with the Sub-Consultant Acknowledgement forms and SDO Certification letters (by mail or hand deliver) and please email an electronic copy of the application form (do not include the Sub-Consultant Acknowledgment forms and SDO Certification letters) to applications.dsb@massmail.state.ma.us.

Applications that are incomplete will be rejected. Applications that are submitted on a form other than DSB Application Form (Updated July 2016) may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.